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Air Force

18 APR 1954

MEMORANDUM FOR THE DIRECTOR OF INTELLIGENCE, HEADQUARTERS,
UNITED STATES AIR FORCE

SUBJECT: Procedure for Submitting Draft Papers for Review

REFERENCE: DCI 3/1

1. In order to expedite the delivery of draft estimates to the IAC agencies, the current procedures are submitted for review.

2. When such papers are sent to the Department of the Air Force, the covering memorandum is addressed to the Director of Intelligence, and is forwarded with three copies of the draft estimate in an envelope addressed as follows:

Director of Intelligence, USAF
Air Intelligence Division
Directorate Mail Room 4 B 943
Pentagon

(All TS documents to TS Control Office, Room 4 B 929)

3. One copy of the attachment is sent to Col. John Lovell, Room 4 B 876, Pentagon.

4. It will be appreciated if you will indicate whether or not the procedure outlined above is satisfactory and propose any changes that may result in greater convenience to your organization and expedite the handling of these materials.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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ORE:D/Pub [REDACTED]
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THEODORE BABBITT
Assistant Director
Reports and Estimates

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